

FSA Integration Partner
United States Department of Education
Federal Student Aid



eZ-Audit Categorical eProject Document List

Task Order #116

Deliverable #116.5.3

Version 1.0

Final

11/16/2003

Revision History

Date	Version	Description	Author
10/28/2003	1.0	Initial version created for delivery to FSA.	Seth Sinclair

1. INTRODUCTION.....	1
2. CATEGORICAL DOCUMENT LIST.....	2
2.1 EZ-AUDIT DELIVERABLES	2
2.2 OTHER CRITICAL DOCUMENTS	5
3 EPROJECT FOLDER STRUCTURE	6
3.1 EPROJECT STRUCTURE ILLUSTRATION.....	6

1. INTRODUCTION

The purpose of this document is to provide FSA with an organized, categorical listing of all critical eZ-Audit system documentation. The document provides a description and location for each critical item identified.

2. CATEGORICAL DOCUMENT LIST

2.1 eZ-Audit Deliverables

This section lists all contractually agreed-to project deliverables signed-off on to date. Deliverable content is as of the "Delivery Date."

Doc Name	Description	Delivery Date	Location
86.1.1 Vision Document	This document provides a plan for project execution, including schedule, communication plans and identification of key stakeholders, key meetings, decision points and milestones. The deliverable also includes materials for project kick-off used to brief the appropriate stakeholders and user community, on the goals and scope of the project.	02/06/02	Documents\ Deliverables
86.1.2 Requirements Document	This document establishes a basis of agreement between FSA and the Modernization Partner for the functionality provided in Release 1.0 of the eZ-Audit application. The requirements provide a baseline for validation and verification of the product being delivered.	03/20/02	Documents\ Deliverables
86.1.3 Preliminary Design	This document defines and describes the intended application implementation approach. This includes: - High-level Storyboard and Design Concept - Content Page Layouts - Web Site Blueprint	05/15/02	Documents\ Deliverables
86.1.4 Functional Design Initial Delivery	This document defines the user interaction and user experience with the application. The Functional Design describes the look-and-feel as well as the inputs and results a user will experience during use of the application. This deliverable contains the following components: - Use Cases (Current as of Delivery Date) - Functional Page Layouts - Functional Process Flow Diagrams	07/17/02	Documents\ Deliverables
86.2.1 Functional Design – Use Case Resubmission	This deliverable followed 86.1.4 with revised versions of the eZ-Audit Use Cases.	08/14/02	Documents\ Deliverables

Doc Name	Description	Delivery Date	Location
86.2.2 Detailed Technical Design	This document defines the details for development and test of the delivered application code. The Detailed Technical Design contains specific information about the functionality included in the system and describes, in detail, the technical specifics of the system. The Detailed Design document will provide enough information for the solution to be developed and includes the following components: <ul style="list-style-type: none"> - System Prototype - Master Test Plan - Detailed Test Plan 	09/30/02	Documents\ Deliverables
116.1.1 Application (Code) – Progress Checkpoint and Demonstration	The Application (Code) progress checkpoint consists of a system demonstration of the school data entry submission screens of the eZ-Audit application. The demonstration includes: <ul style="list-style-type: none"> - Institution (School) Home Page - Creation of Annual Submission - Change in FY End 	11/12/02	Documents\ Deliverables
116.1.2 Application (Code) Delivery	The code delivery consists of software developed by the Integration Partner using the FSA accepted Requirements and Detailed Technical Design documentation. The code delivery includes: <ul style="list-style-type: none"> - Unit-Tested Application Code - Assembly-Tested Application Code - System Test Scripts 	12/20/02	Documents\ Deliverables
116.1.3 Application Test Results	The test results consists of both system test outcomes, as executed by the Integration partner, as well as user acceptance test results as executed by FSA staff with the support of the Integration Partner. This includes - <ul style="list-style-type: none"> - System Test Report - User Acceptance Test Results 	02/28/03	Documents\ Deliverables
116.1.4 Application Deployment	In preparation for moving the eZ-Audit application to production, the Integration Partner provided: <ul style="list-style-type: none"> - PRR Presentation Materials and System Documentation - Memorandums of Understanding (MOUs, define services to be provided, the scope of work, operational interfaces reporting frequencies, and targeted issue response times) - Transition to Support Plan - System Readiness and Activation 	03/28/03	Documents\ Deliverables

Doc Name	Description	Delivery Date	Location
116.2.1 Communications, Training, and Workforce Realignment Support	The Integration Partner developed a Communications strategy and plan, providing guidance in the development of all communication materials, including the following: - Communication Plan - Training Approach - EAFS Workforce Realignment Plan	03/28/03	Documents\ Deliverables
116.3.1 Production Stabilization Performance Report - April/May	The Production Stabilization Performance Report provides status on System Availability, SIR identification and resolution, CCB actions, and VDC related operations issues and outcomes during the initial stabilization period.	05/23/03	Documents\ Deliverables
116.3.2a-c Peak Cycle Processing Performance Reports - June - August	The Peak Cycle Processing Performance Report deliverables provides status on System Availability, SIR identification and resolution, CCB actions, and VDC related operations issues and outcomes during the period of peak school annual submissions. There are separate reports for June, July, and August.	06/30/03	Documents\ Deliverables
116.5.1 eZ-Audit Transition to Operations Plan	The Transition to Operations Plan defines the activities to be undertaken to help ensure a smooth transition FSA's selected Operating Partner.	09/12/03	Documents\ Deliverables
116.5.2 eZ-Audit Application Support Manual	The Application Support Manual includes the following: description of roles and responsibilities required to manage the application; explanation of System Investigation Request (SIR) tracking and defection correction process; definition of application maintenance processes; schedule and contact persons for application maintenance processes; description of system requirements tracking and management process; outline of status reporting recommendations; and description of all tools used to support system operations.	09/30/03	Documents\ Deliverables

2.2 Other Critical Documents

This section identifies other critical project documents that are maintained in addition to or outside of specific project deliverables.

Doc Name	Description	Location
eZ-Audit Use Cases	The Use Cases Provide a detailed explanation of user actions and system reactions for each module or area of functionality in the eZ-Audit application. Use Cases are the basis for describing how the application works from a functional perspective.	Document\Current Use Cases/Test Scripts
Test Scripts	Test Scripts are detailed instructions designed to guide a tester through a scenario of actions and expected responses. Test scripts are used to verify that the application is functioning correctly after new functionality is added or a defect is corrected.	Document\Current Use Cases/Test Scripts
Status Reports	The Stabilization/Operations team provides Bi-Weekly Status Reports to document SIR and Enhancement Implementation Status.	Documents\Status Reports

3 EPROJECT FOLDER STRUCTURE

The following screenshot from eProject shows the folder structure where the critical system documents referenced above are located.

3.1 eProject Structure Illustration

The screenshot displays the eProject web interface for 'TO 116 - Electronic Audited Financial Statements'. The left sidebar shows a navigation menu with icons for Project Home, Reports, Project Directory, Calendar, Tasks, Issues, Documents, Discussions, Polls, News, Bookmarks, and Recycle. The main content area is divided into two sections: 'Folders' and 'Documents (F. Deliverables) 1 - 17 of 17'.

In the 'Folders' section, a tree view shows the following structure:

- A. Project Management
- B. Release 1.0 Design, Build, Deployment
- C. Release 1.0 Production Stabilization
- D. Release 1.01 Design, Build, Deployment
- E. Release 1.01 Production Stabilization
- F. Deliverables** (highlighted with a red box)
- G. Current Use Cases/Test Scripts
- H. Status Reports

A red arrow points from the 'F. Deliverables' folder to the 'Documents' section, which is labeled 'Critical eZ-Audit Documents' in red text. The 'Documents' section lists 17 files with columns for File Name, Type, Size, Uploaded On, and Options. The files are as follows:

File Name	Type	Size	Uploaded On
116.1.1 Application Progress Checkpoint and Demo.zip	zip	1.1MB	Oct 29, 2003 04:42 PM
116.1.2 Application (Code) Delivery.zip	zip	3MB	Oct 29, 2003 04:42 PM
116.1.3 Application Test Results.zip	zip	9.7MB	Oct 29, 2003 04:42 PM
116.1.4 Application Deployment.zip	zip	1.2MB	Oct 29, 2003 04:42 PM
116.2.1 Communications, Training, and Workforce Support.zip	zip	2.1MB	Oct 29, 2003 04:42 PM
116.3.1 Production Stab Performance Report April-May.zip	zip	603KB	Oct 29, 2003 04:43 PM
116.3.2a Peak Cycle Processing Performance Report - June.zip	zip	926KB	Oct 29, 2003 04:43 PM
116.3.2b-eZ-Audit Peak Cycle Processing Performance Report - July.zip	zip	334KB	Oct 29, 2003 04:43 PM
116.3.2c-eZ-Audit Peak Cycle Processing Performance Report - August.zip	zip	155KB	Oct 29, 2003 04:43 PM
116.5.1 eZ-Audit Transition To Operations Plan v1.0.zip	zip	866KB	Oct 29, 2003 04:43 PM
116.5.2 eZ-Audit Application Support Manual.zip	zip	11MB	Oct 29, 2003 04:54 PM
86.1.1 Vision Document V1.1 02252002.zip	zip	293KB	Oct 29, 2003 04:54 PM
86.1.2 Requirements Document.zip	zip	976KB	Oct 29, 2003 04:54 PM
86.1.3 eZ-Audit Preliminary Design.zip	zip	10.6MB	Oct 29, 2003 04:54 PM
86.1.4 eZ-Audit Functional Design Initial Delivery.zip	zip	3MB	Oct 29, 2003 04:54 PM
86.2.1 Functional Design Use Case Specifications Resubmission 08142002 v1.1.zip	zip	393KB	Oct 29, 2003 04:56 PM
86.2.2 Detailed Technical Design and Test Plan.zip	zip	5.6MB	Oct 29, 2003 04:56 PM

The bottom of the interface includes a 'Quick Add' section with a 'Browse...' button and a 'Save' button. A watermark for 'Captured by Snagit' is visible in the bottom right corner.